

Hazard Identified (1)	Who is at risk? (2)			Hazard Rating	Risk Rating	Overall Rating (3)	Existing Controls (4)	Additional Control Measures Required (5)	Completion Date (6)
	EMP	VIS	YP						
Injury / ill health from moving traffic			*				<p>Drop off in main car park area</p> <p>One way system with suitable speed limit</p> <p>Clearly marked vehicle / pedestrian routes</p> <p>Inform the staff, pupils & parents of the hazards</p> <p>Suitable supervision with adequate ratios</p>		
Injury / ill health from using transport (coaches trips)							<p>Check written consent is obtained from the parent / guardian to take the child out</p> <p>Staff to maintain behaviour control</p> <p>Provide a vomit container, water, cups, paper towels and hazardous waste spillage clean up kit</p> <p>Sit those prone to travel sickness or disruptive behaviour at the front or with an accompanying adult</p> <p>In event of an accident, instruct where children must vacate the bus, ensure you have a full list of each child's name and emergency contact number, make supervisors aware of who they are responsible for and also that the children know who they are supposed to be with</p>		

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Risk Assessment

Lost children							<p>Make clear to the children your behavioural expectations and what actions to take if they get lost. Make them aware that they must not give their name to anyone unless they are wearing the venue uniform. Make it clear to the children what this looks like.</p> <p>Always ensure you have your ratio of supervisors to children correct and that they are ware of their responsibilities</p> <p>Periodic checks to ensure your group is in tact</p>	
Infections from animals							<p>EVC to familiarise self with HSE guidelines as an extra addition to your risk assessment</p> <p>Discuss and agree with all supervisors that they must always remind children of the visit rules, stressing that they must not eat, drink or chew anything outside the areas in which you permit them to do so. They must explain to the children why they must always washing their hands after being in contact with the farm animals and prior to eating/drinking.</p> <p>Encourage the use of sanitising soap and demonstrate to the children how to wash their hands thoroughly.</p> <p>Eat only in food areas</p> <p>Do not suck fingers or put hands, pens or crayons in their mouths</p> <p>Do not climb onto fencing, gates etc do not chase or frighten animals</p> <p>Do not wander off unsupervised</p>	

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Injury from animals							<p>Always ensure there is adequate supervision of children</p> <p>Remind children that all animals have the potential to bite and can be unpredictable.</p> <p>Remind children of the dangers of being bitten, knocked over or trodden on</p> <p>Fingers and hands must not be put through railings or fencing</p> <p>Make them aware that when standing against a pen that their feet do not stick through as toes can be trodden on / bitten</p> <p>Do not allow children to chase, frighten or torment animals</p>	
Members of the public - abduction							<p>Give clear instructions to children about the importance of not talking to strangers</p> <p>Children should be supervised at all times so they are not put in a vulnerable position with the general public</p>	
Drowning from access to water							<p>Provision of warning signs and life rings</p> <p>Inform the children of the dangers, ensuring adequate supervision at all times</p>	
Protection of vulnerable children							<p>Ensure volunteers who will be in sole charge of a group hold a current DBS check</p> <p>If volunteers do not hold a DBS check, never leave them unsupervised with the children</p> <p>Inform all volunteers of your Vulnerable Children Policy</p>	

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Risk Assessment

1	Hazards - identified as any situation, equipment or practice that is deemed have the potential to cause harm.
2	<p>Persons at risk – this is the category of those people who could be open to the hazard.</p> <p>EMP – Employees VIS – Visitors YP – Young Persons</p>
3	Total risk rating – This number is the product of the hazard rating times by the risk rating.
4	Existing controls – these are what controls are already in place to reduce the risk.

5	Action required – this is any additional controls or actions that need to be implemented to reduce the risk further.
6	Date action completed – this is the date that all actions listed in the previous column have been actioned.

Likelihood of Occurrence	Major = 3	Serious = 2	Slight = 1
	<i>Very likely to occur</i>	<i>Likely to occur</i>	<i>Unlikely to occur</i>
Severity of Harm	High = 3	Medium = 2	Low = 1
	<i>Likelihood of severe / long-term injury or major business impact</i>	<i>Likelihood of short-term injury or minor business impact</i>	<i>Unlikely to cause injury or business impact</i>